

From: Wester, Barbara
Location: R5Metcalf-ConfRm-R1419/R5-Metcalf---14th-Floor
Importance: Normal
Subject: frederickson's marina - updated with room and draft agenda ***rescheduling***
Start Date/Time: Tue 7/25/2017 4:00:00 PM
End Date/Time: Tue 7/25/2017 5:00:00 PM

sherry, mark, tom – i'm rescheduling based on my understanding that sherry is out of the office this week. let me know if this causes any issues, barbara

****original appointment below****

sherry, mark, tom – i am having trouble with outlook calendar this morning and have not been able to add a room to the invitation. but it looks like everyone is available at this time. if this works, i'll update the invitation with a room and/or call-in number as needed. let me know if this works, barbara

Draft Agenda

1. Overview of past history of non-compliance and current status of NOV
2. Brief overview of reservation history/issues
3. Next steps and timeline